

PIKES PEAK REGIONAL BUILDING DEPARTMENT

Building Contractor License Application

Review the type of work to be performed with the license descriptions listed below or consult the Pikes Peak Regional Building Code for detailed information. Contractors must be licensed by Regional Building Department prior to soliciting, contracting or performing work that requires a permit.

Building Contractor A

- A-1** Construction, alteration or repair of all buildings.
- A-2** Construction, alteration or repair of all buildings except Group A, E or I occupancies in excess of 30,000 square feet in total floor area, and any building requiring Type I construction.

Building Contractor B

- B-1** Construction, alteration or repair of all buildings except Group A, E, I or H occupancies as well as any building requiring Type I construction.
- B-2** Non-structural remodeling of all buildings except Group A, E, I or H occupancies as well and any building requiring Type I construction. Construction, alteration or repair of Group B, F, M or S occupancies limited to 1 story and 7,500 square feet or less of total floor area, and Group R occupancies limited to 2 stories and 16 units. B-2 licensees may also perform work defined under licenses C.

Building Contractor C (Home Builder)

Construction, alteration or repair of one- and two-family dwellings limited to 3 stories and their accessory structures, and Group R-2 occupancies limited to 2 stories and 8 units.

Building Contractor D (Specialty)

- D-1** **Single Trade.** Work performed within a single trade; examples include but are not limited to glazing, roofing, siding, stucco, retaining wall, swimming pool, and self-supporting telecommunication tower installations.
- D-2A** **Wrecking** of any building; licensee must have 4 years experience.
- D-3B** **Wrecking of** buildings limited to 2 stories or less; must have 2 years experience.
- D-4** **Moving** buildings and structures on roads and streets within the jurisdiction.
- D-5A** **Signs.** Erecting, enlarging, moving, maintaining and removing any size and type of sign, including electrical.
- D-6B** **Signs.** Maintaining and repainting signs without limitations; and erecting, enlarging, moving and removing signs with the exception of free standing signs 20 feet or more in height and electric signs.
- D7 - 11** **Fire Suppression Contractors** (*Refer to the Colorado Springs Fire Dept. application form.*)

Building Contractor E (Maintenance & Remodeling)

- E** Construction, alteration and repair of uninhabited accessory structures to one- or two-family dwellings that include but are not limited to decks, fences, sheds, patio covers, detached garages and workshops. Non-structural repair and remodel of interiors of one- and two-family dwellings.

Building Contractor F (Solar Energy)

- F-1** Installation and connections of active solar heating and cooling systems, limited to the solar collector and connections to existing gas, plumbing and heating systems.
- F-2** Installation of active solar heating and cooling systems except connections to related equipment.

Building Contractor License Application

LICENSE APPLICATION

The items listed below are required for consideration of your license application:

Application form
\$50 Fee
Exam (Building Contractor A, B, C & Roofing from ICC accepted)
Reference Letters for applicant (3)
Reference Letters for company (3)*
Affidavit (Sole Proprietors Only)
Criminal Background Check performed by RBD

Application

**Not required if company has been in business less than one year*

Submit the application at least two weeks prior to the test date you have chosen. Write the exam date on the application. Tests are administered each Tuesday and by appointment (except holidays) at Regional Building Department ("RBD").

Fee

Payment of a \$50 fee is due when the application is submitted. The non-refundable fee is payable by cash, Visa, Mastercard or check.

Exam

Arrive at least 15 minutes prior to examination. Bring #2 pencils, a pocket calculator (optional), and the code books applicable to the exam. Do not bring other materials. The Pikes Peak Regional Building Code can be printed from our web site www.pprbd.org or purchased as well as other code books at RBD.

Duration of exams & codes tested by contractor license

A-1	4 hours	RBC, IBC, IRC, IECC	D-2A Wrecking	1 hour	RBC
A-2	4 hours	RBC, IBC, IRC, IECC	D-3B Wrecking	(No test)	
B-1	4 hours	RBC, IBC, IRC, IECC	D-5A Sign	1 hour	RBC, IBC
B-2	3 hours	RBC, IBC, IRC, IECC	D-6B Sign	(No test)	
C	3 hours	RBC, IBC, IRC, IECC	E	2 hours	RBC, IRC
D-1 Roofing	2 hours	RBC, IBC, IRC	F-1, F-2 Solar	(No test)	

IBC (2003 International Building Code)

RBC (2005 Pikes Peak Regional Building Code)

IRC (2003 International Residential Code)

IECC (2003 International Energy Conservation Code)

Retesting

If your score is below the 75 percent, call the Contractor Licensing office at (719)327-2887 within 30 days to keep your application on file for retesting. To retest, pay an additional \$35 fee and select a testing date that is 30 days after the first exam. If the second score is also below 75 percent, a 6-month waiting period is required before retesting.

Examinee References

Three (3) references are required, (see attached forms). The reference cannot be provided by a relative. The examinee is responsible for providing the attached reference forms to three individuals. The individuals providing the references are responsible for sending the forms to Regional Building Department. Forms may be hand delivered, mailed, faxed to (719)327-2951 or e-mailed to licensing@pprbd.org. The applicant may call the Contractor Licensing Office at (719)327-2887 to verify that references have been received.

References should document the experience listed below by license type. Examples of preferred references include an architect or engineer who worked on the site of the applicant's project; a building owner for whom the applicant worked; and a general contractor for whom the applicant served as a job site supervisor.

- A** Construction of Type I or II fire resistive buildings and/or A, E, H & I occupancies.
- B** Construction of commercial properties.
- C** Construction of homes, preferably as a job superintendent or foreman for a general contractor.
- D, E & F** Experience that correlates to the expertise required of the license.

Building Contractor License Application

COMPANY REFERENCES

Three (3) references, (listed below), are required for a company in business for one year or more in any location.

Your company's bank	On the bank letterhead, a letter regarding the status of the business account, etc.
Supplier	On the supplier's letterhead, a letter attesting to your account's standing, etc.
Client	A letter from a client regarding the experience and qualifications of your company, and specifically related to work the client contracted from your company.

LICENSE REVIEW

The Building Committee reviews license requests and makes recommendations for approval, conditions or denials to the Board of Review. The "License Application" list (top of page 2) must be complete before the license request is placed on the meeting agenda. The deadline is two weeks before the committee meeting on the first Wednesday of each month. License recommendations by the Building Committee must be approved by the Board of Review that meets the third Wednesday of each month.

LICENSE ISSUANCE

Within 60 days of the Board of Review's approval, the examinee must come to RBD to obtain the license. (After 60 days, an unclaimed license is voided and the entire application file is discarded.) Work cannot be solicited, contracted or performed until the license is issued to you. *The following is required to obtain your license:*

Liability Insurance Certificate
Workers' Compensation Certificate or **"Letter to Exempt"** if examinee has no employees
License fee payment

LICENSE FEE

License fees are paid before license issuance and future renewals. Fees are not prorated for any portion of the year.

Building License Fees	A-1, A-2	General Commercial	\$200	D7*	Fire Suppression, A	\$125
	B-1, B-2	Limited Commercial	\$175	D-8*	Fire Suppression, B	\$100
	C	Home Builder	\$150	D-9*	Fire Suppression, C & H	\$ 75
	D-1	Single Trade	\$100	D-10*	Fire Suppression, D & M	\$ 50
	D-2	Wrecking, A	\$125	D-11*	Installer, fire hydrant technician	\$ 10
	D-3	Wrecking, B	\$100	E	Maintenance & Remodeling	\$ 75
	D-4	Moving	\$100	F-1	Solar, unlimited	\$100
	D-5	Sign, A	\$125	F-2	Solar, limited	\$ 75
	D-6	Sign, B	\$ 75			

*Colorado Springs Fire Department applications for Building Contractor D7 - 11 and Fire Alarm Contractor A & B licenses are available at RBD. Tests and licenses are administered by RBD on behalf of the fire authority.

Building Contractor License Application

Company changes Name

- “A” status permits under the existing contractor ID have been satisfactorily completed.
- New application, stating current/new officers, addresses, etc.
- Letter requesting the name change, stating the former company name, the new company name and effective date. The letter is to be on the new company letterhead and signed by the Licensee.
- Insurance Certificates state the “insured” in the new company name.
- Payment of \$25 processing fee.
- A new contractor ID will be issued. Transfer all open permits under the existing contractor ID number to the new contractor ID number.

Company changes Licensee

- Examinee applies for the appropriate license through the standard licensing application process. If the examinee has a valid and current license, the application process will neither require retesting nor reference letters.
- Letter on the company letterhead, stating the change in Licensee, including the name of the current Licensee, the name of the new Licensee, and the effective date. Letter is from company representative.
- The company is granted a 30-day grace period during which time the company principal may complete permits under which work is in progress, and if the current Licensee vacates before the new Licensee is in place.
- Action requires approval by the Board of Review.
- Payment of \$25 processing fee is due after Board of Review’s approval.

Licensee changes Company

- Letter stating removal as examinee from the current company, and the effective date of this action.
- Insurance Certificates state the “insured” in the new company name.
- Application for a license under new company name; this is subject to the Building Committee’s recommendation and Board of Review’s approval.
- Payment of fee equal to the license fee.
- A new contractor ID will be issued after approval by the Board of Review.
- Licensee’s former company is granted a 30-day grace period during which time the company principal may complete permits under which work is in progress, and if the current Licensee vacates before the new Licensee is in place.

FORMS *(on following pages)*

Application for Building Contractor License

Make certain the company name is correct and matches the Insurance Certificate. Specify the test date. Carefully check the form before submitting. No changes can be made after the application is submitted.

Reference Letters (3 individual forms) for License Applicant (Examinee)

Fill out the top portion of the reference request: Name of reference and address; Examinee name, company, and license type. The remainder of the form is to be filled in and signed by the individual providing the reference to Regional Building Department.

PIKES PEAK REGIONAL BUILDING DEPARTMENT

Building Contractor License Application

Office Use Only
FD
Test

It is requested that the Board of Review consider this application for the stated license in compliance with the Pikes Peak Regional Building Code.

BUILDING CONTRACTOR LICENSE REQUESTED (check one)

EXAM DATE _____

- A-1 B-1 C D-2A D-4 D-6B F-1
 A-2 B-2 D-1 D-3B D-5A E F-2

COMPANY INFORMATION

Type of company (check one) Individual Partnership Corporation

NAME OF COMPANY _____

Mailing address _____ City _____ State _____ Zip _____

E-mail address _____ Phone () _____

COMPANY'S PRINCIPAL OFFICERS, PARTNERS OR OWNERS

Name _____ Title _____

Name _____ Title _____

APPLICANT'S AFFILIATION WITH THE COMPANY (owner, partner, employee, etc.) _____

Number of years company has operated as a contractor (if new, write "new") _____

Contractor type of work (check one or both, if applicable) Residential Commercial

Company's specialty area of construction _____

Projects for which this company is the contractor (current/former projects)

Project name & address (both are required)	Residential or Commercial	Project Cost
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Has the company ever defaulted on a contract? _____ If so, explain _____

Has a mechanic's lien judgment been filed against property on which the firm was the contractor? _____ If so, explain _____

Has the company been a defendant in a collection action court case? _____ If so, explain _____

Have you ever been convicted of a felony? _____ If so, explain _____

Have you or the company ever declared bankruptcy? _____ If so, explain _____

LICENSES HELD BY THIS COMPANY *(Attach copies of licenses)*

Jurisdiction — License type and number

Jurisdiction — License type and number

_____	_____
_____	_____
_____	_____

CERTIFICATION *(The following declaration is to be signed by the principal officer of the company)*

The undersigned, on behalf of the partnership or corporation, does hereby declare and warrant that the "examinee" for a contractor's license named herein has the express authority to bind the company, partnership, or corporation by this application; and further, the company does hereby agree to abide by the ordinances and regulations promulgated by the city of Colorado Springs, county of El Paso, and those adopted by the municipal entities within El Paso County in regard to any work which may be performed by our company pursuant to the contractor license for which this application is made.

Organization Name *(print)* _____

Representative's Name and Title *(print)* _____

Signature of Representative _____

LICENSE APPLICANT INFORMATION

NAME *(Last)* _____ *(First)* _____ *(Middle initial)* _____

Home address _____ City _____ State _____ Zip _____

E-Mail address _____ Phone () _____

SSN _____ Date of Birth _____

How long have you worked in El Paso County? _____

What is your area of expertise in the building industry? _____

Have you ever worked for a partnership, corporation or company that defaulted on a contract? _____

Have you ever been convicted of a felony? _____ *If yes, provide details* _____

WORK HISTORY

Dates	Company	Address	Position
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LICENSES HELD BY THIS EXAMINEE

License type — Jurisdiction

License type — Jurisdiction

_____	_____
_____	_____

EDUCATION

Dates _____ Trade School or Institution & Location _____ Degree or Certificate _____

_____	_____	_____
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CERTIFICATION *(The following declaration is to be signed by the examinee)*

Pikes Peak Regional Building Department requires all persons seeking a license to undergo a **CRIMINAL BACKGROUND CHECK**. By filing this application with Pikes Peak Regional Building Department you understand and agree that Pikes Peak Regional Building Department will undertake a **CRIMINAL BACKGROUND CHECK**. Some of the information I am providing in this application will be used to check my **CRIMINAL BACKGROUND**. I understand that Pikes Peak Regional Building Department may deny me a license after reviewing my **CRIMINAL BACKGROUND**. I hereby authorize Pikes Peak Regional Building Department to perform a **CRIMINAL BACKGROUND** check.

I further agree and understand that if any information provided by me on this application is untrue, that any license granted to me by Pikes Peak Regional Building Department is automatically revoked. I may appeal the revocation to the Board of Review ("Board") by filing a notice of appeal with the Board within thirty (30) days of the date of the notice sent to me by Pikes Peak Regional Building Department. If the appeal is not received by Pikes Peak Regional Building Department within the thirty (30) days, my right to appeal is forever waived.

Signature of Examinee _____ Date _____

PIKES PEAK REGIONAL BUILDING DEPARTMENT

Reference Request

To:

Reference Name

Address

From:

Applicant (Examinee) Name

Company

License Type

The application for license (as stated above) is under consideration by the Board of Review on behalf of the city of Colorado Springs, county of El Paso, and participating municipalities in the jurisdiction served by Pikes Peak Regional Building Department.

As a reference listed by the applicant, your response is important in assessing this individual's qualifications for the requested contractor license. For your convenience, questions are listed on the back of this form. Information should be based on your knowledge of the examinee's work on a project, and include project type and scope, and the work position held by the applicant.

Please complete and sign this form and return to Pikes Peak Regional Building Department at your earliest convenience. Please remember to return both pages of this reference form by mail, hand delivery, fax to **(719)327-2951** , or e-mail to **licensing@pprbd.org**

If you have any questions, please contact the Contractor Licensing Office at (719) 327-2887.

Your assistance and opinions are valued, and will remain strictly confidential.

Reference of applicant's experience & qualifications

Additional information may be attached to this form.

PROJECT

Name _____

Address _____ City _____ State _____ Zip _____

Cost _____ Size _____ Type: Commercial Residential

If commercial, what was the "use" (check all that apply)

Office Retail Church School Eating establishment

Other _____

Your relationship to the applicant on this project was _____

The applicant's position on this project was _____

If subcontractor, what trade or work was performed? _____

Your opinion of the applicant's performance on this project is _____

APPLICANT'S CHARACTER

Please circle the appropriate number that reflects your assessment of the applicant.

	Poor		Average		Excellent	
Financial responsibility	1	2	3	4	5	Unknown
Ethics	1	2	3	4	5	Unknown
Administrative capabilities	1	2	3	4	5	Unknown

RECOMMENDATION

Do you recommend granting the requested license to this applicant and company? Yes No

Comments: _____

CONTACT INFORMATION (please print)

Name _____

Address _____ City _____ State _____ Zip _____

Phone (day time) () _____

Signature _____ Date _____

PIKES PEAK REGIONAL BUILDING DEPARTMENT

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RECOMMENDATION

Do you recommend granting the requested license to this applicant and company? Yes No

Comments: _____

CONTACT INFORMATION (please print)

Name _____

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Phone (day time) () _____

Signature _____ Date _____

PIKES PEAK REGIONAL BUILDING DEPARTMENT

Reference Request

To:

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RECOMMENDATION

Do you recommend granting the requested license to this applicant and company? Yes No

Comments: _____

CONTACT INFORMATION (please print)

Name _____

Address _____ City _____ State _____ Zip _____

Phone (day time) () _____

Signature _____ Date _____

PIKES PEAK REGIONAL BUILDING DEPARTMENT

PUBLIC NOTICE

Pursuant to Colorado Law, in order to receive a Contractor's License and/or Registration, anyone doing business as a sole proprietor or in their own name will be required to provide to Pikes Peak Regional Building Department:

1. A valid Colorado driver's license or a Colorado Identification card, issued pursuant to Article 2 of Title 42, 9 C.R.S.; **OR**
2. Other acceptable information;

AND

EXECUTE AN AFFIDAVIT STATING:

1. That he or she is a United States citizen or legal permanent resident; **OR**
2. That he or she is otherwise lawfully present in the United States pursuant to Federal Law

Failure to provide the above information to Pikes Peak Regional Building Department WILL result in the denial of a license and/or registration and denial of the renewal of a license and/or registration.

AFFIDAVIT

Verifying that a natural person eighteen years of age or older is LAWFULLY present in the United States of America

Affidavit of _____
[print full name]

I, _____, do hereby swear or affirm that I am eighteen years of age or older and that I am a Citizen of the United States of America, a legal permanent resident or otherwise lawfully present in the United States of America pursuant to Federal Law.

DATED: _____

[signature]

State of _____)

)

County of _____)

)

The foregoing instrument was acknowledged before by _____ on

[name]

[date]

Witness my hand and official seal

My commission expires: _____

Notary Public